

CITY OF CHICAGO SICK LEAVE POLICY ADDENDUM

EFFECTIVE DATE: October 8, 2021

EXPIRES: March 31, 2022

I. PURPOSE

The City of Chicago is committed to providing a safe work environment for all employees. The City's objective during the COVID-19 outbreak is to continue providing services to all City residents while ensuring the safety of its employees.

II. GENERAL POLICY PROVISIONS

- A. The City of Chicago Personnel Rules, including Rule XXVIII – Sick Leave, remain in effect.
- B. The City of Chicago Family and Medical Leave Act Policy remains in effect. Please refer to Section IX below for further information
- C. For purposes of this policy, “isolate” or “isolated” means a person who has been diagnosed with COVID-19 virus and has been directed or ordered into isolation at home or in a medical facility by a public health agency or medical provider. “Quarantine” or “Quarantined” means a person who has not been diagnosed with the COVID-19 virus, but who has been directed or ordered into quarantine by a public health agency or medical provider.
- D. For purposes of this policy, “fully vaccinated” means that an employee has either received their single dose (Johnson & Johnson vaccine) or both doses (Pfizer/Moderna vaccines) and two weeks have passed since the last dose was administered. Reasonable proof of vaccination status may be required in certain circumstances. Such proof includes, but is not limited to, a copy of the employee's vaccination card or other health records demonstrating vaccination.
- E. This Policy Addendum does not apply to Sworn member of the Chicago Police Department or Uniformed members of the Chicago Fire Department.

III. ABSENCE DUE TO COVID-19 ILLNESS OR ISOLATION ORDER

- A. During the COVID-19 outbreak, the City will provide additional paid time off to any employee who is exhibiting symptoms of COVID-19, or who must isolate due to contracting the COVID-19 virus, or who has been directed or ordered to isolate themselves by a public health agency or medical provider. Such an employee will not be required to use his or her normal benefit time.
- B. The employee must report their absence to their Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such documentation may include, but is not limited to, an order from a public health agency or medical provider directing them to isolate due to contracting the virus or written confirmation of a positive test result.

IV. ABSENCE DUE TO DIRECTED OR ORDERED QUARANTINE

Employees who are absent from work due to a quarantine order from a public health agency or a medical provider must either use their own benefit time to cover the quarantine period or take an unpaid leave of absence. The employee must report the directed or ordered quarantine to their Department as soon as possible. The employee will be required to provide reasonable evidence to support any absence for this reason. Such reasonable evidence may include, but is not limited to, a copy of an order or directive to quarantine from a public health agency or a medical provider. Employees who have not been fully vaccinated and are absent from work because they have been ordered to quarantine by their Department due to an exposure at work will be provided paid leave time to cover the duration of their quarantine.

V. ABSENCE DUE TO ILLNESS OR INJURY

- A. An employee who has not been directed to stay at home as part of a quarantine or has not been diagnosed as having COVID-19 by a health care provider, but has an illness or injury that restricts or renders the employee incapable of performing his/her job duties may use their benefit time to cover the absence from work. If an employee has exhausted their paid benefit time, the City may advance the employee's benefit days at the Department Head's discretion.
- B. The employee must report their absence to their Department as soon as possible. Employees must specify the reason for their absence. If the employee receives medical treatment for an illness, and has received documentation from their health care provider indicating that they should stay off work they should submit such documentation to their Department as soon as possible. Otherwise, employees may be required to self-certify the reasons for their absence from work.

VI. ABSENCE DUE TO EMPLOYER MANDATED TRAVEL-RELATED QUARANTINE

- A. Employees who are fully vaccinated do not need to quarantine after traveling out of state or abroad unless they begin to develop symptoms. Any fully vaccinated employee exhibiting symptoms of COVID-19 will be covered by Section III above.
Employees who have not been fully vaccinated are required to comply with any mandated travel-related quarantine that is in place at the time of their return. Employees may either use their own vacation time to cover the quarantine period or take an unpaid leave. No employee shall face discipline for taking such an unpaid leave.

VII. ABSENCE DUE TO AN ORDERED SCHOOL CLOSURE

- A. Any employee caring for a child (under 18 years of age) whose classroom or school is quarantined due to COVID-19 is eligible to receive up to 40 hours of emergency paid sick leave at a rate of two-thirds (2/3) of their regular rate of pay if the employee is unable to telework and has already used 75% of the benefit time (sick and vacation time) that they will earn in the calendar year. An employee requesting leave under this section shall provide a certification that provides the following information: the name of the school, the name of the teacher, the grade-level, duration of the required quarantine, the name and age of the child and any additional information that may be required to fully consider the certification.

VIII. TIMEKEEPING

- A. Employees are required to report their absences from work as soon as possible and will be required to sign an edit form upon returning to work from any absence or illness.
- B. For COVID-19 related absences as outlined in Sections III, and IV above, timekeepers should use CATA pay code **CORV** for tracking purposes.
- C. For any non-COVID-19 related absence, timekeepers should continue to use the codes as defined in the City of Chicago CATA Guide.

IX. FAMILY AND MEDICAL LEAVE ACT AND REASONABLE ACCOMMODATIONS

- A. Employees who are ill due to COVID-19 may be eligible for Family and Medical Leave as provided for under the City of Chicago Family and Medical Leave Act Policy ("FMLA Policy"). Employees who have provided documentation that they are absent due to contracting the COVID-19 virus, or because they need to care for a family member as defined in the FMLA Policy who has contracted COVID-19, may have their absence designated as FMLA Leave.
- B. Employees who believe that they require a reasonable accommodation related to the COVID-19 outbreak may request an accommodation pursuant to the City of Chicago Reasonable Accommodation Policy.

X. RETURN TO WORK

- A. Employees who were absent from work due to an illness or injury, including contracting the COVID-19 virus, may be required to provide a return to work certification from their medical provider if there is a reasonable belief that the employee is unable to perform the essential functions of their job or if the employee's return would create an unsafe or unhealthful work environment or if the employee would pose a direct threat of harm to themselves or others. Otherwise, a self-certification may be provided by the employee in order to return to work.
- B. No return to work certification is required if the employee did not have an illness or injury but was absent from work due to a quarantine or an ordered school closure.